

CFDA No. 45.024
NEAPS1503

Program Solicitation: Arts Education Partnership (AEP)

Proposal Receipt Deadline: August 4, 2015

The Arts Endowment requires organizations to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted proposal no later than 11:59 p.m. Eastern Time on the deadline date above. We strongly recommend that you **submit at least 10 days in advance of the deadline** to give yourself ample time to resolve any problems that you might encounter.

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. See the "Applicant Eligibility" section of this program solicitation for more details.

Background

The purpose of this Program Solicitation is to select an organization (Cooperator) to administer the Arts Education Partnership (AEP), a national coalition of more than 100 organizations representing the arts and education fields as well as the government and private sectors.

The Arts Education Partnership (AEP)

The AEP was established in 1995 by the National Endowment for the Arts (NEA), the U.S. Department of Education (ED), the Council of Chief State School Officers (CCSSO), and the National Assembly of State Arts Agencies (NASAA) to disseminate information about current and emerging arts education policies, issues, and activities at the national, state, and local levels with the arts and education fields. Funded annually through an interagency agreement between NEA and ED, the **AEP** is a hub for individuals and organizations committed to making high-quality arts education accessible to all students nationwide by focusing on research and policy, advancing critical dialogue, and improving policy and practice.

National Endowment for the Arts

The NEA is committed to ensuring that every student is engaged and empowered through an excellent arts education by positioning arts education as a driver for transforming students, schools, and communities. The agency provides funding in support of direct learning for children and youth, professional development for educators, and collective impact grants to create systemic change in communities. In

addition to these efforts, the Arts Endowment supports national leadership initiatives in arts education such as the AEP.

U.S. Department of Education

Strengthening arts education is an integral part of ensuring all children have access to a rigorous, engaging public education, and it is a core part of ED's responsibilities in the Elementary and Secondary Education Act of 1965, as amended (ESEA). ED's Arts in Education Program, within the Office of Innovation and Improvement (OII), supports projects that improve teaching and learning in and through the arts in pre-K through 12th grade, as do a range of other ED programs. Through its interagency efforts with the NEA, OII also supports the AEP.

Program Solicitation

As the AEP enters into its third decade, the NEA seeks a new Cooperator to build on the significant achievements of the AEP and its national coalition. In undertaking this work, the NEA encourages proposals in which the Cooperator partners with another national organization that can help enhance and fulfill the mission of the AEP.

Scope of Work

The purpose of this Program Solicitation is to select a Cooperator to support the AEP activities as described below. In brief, the Cooperator will:

- Administer the AEP and actively collaborate with the NEA and ED to support the fulfillment of AEP's mission and the implementation of its goals, objectives, and activities.
- Provide operational support to the AEP, including a professionally-staffed national office for the AEP (preferably in the Washington, DC metropolitan region).
- Appoint and supervise the AEP Director, who in turn will supervise the AEP staff and manage implementation of the AEP strategic plan, facilitate the implementation of AEP's **2020 Action Agenda for Advancing the Arts in Education**, and the activities supported by federal investments in the Cooperative Agreement.

More information can be found under Detailed Requirements below.

Detailed Requirements

The NEA Project Director will be the Arts Endowment's Director of Arts Education. The NEA Project Director will review and approve all aspects of the project for overall quality and completeness throughout the project period and will determine the format for all required project deliverables.

AEP Structure and Operational Support

The Cooperator will:

- Work with the existing cooperator, CCSSO, to ensure an efficient transition of the administrative and programmatic operations, including but not limited to software and other IT systems and administrative and programmatic files, both electronic and hard copy, to the offices of the new cooperator.
- Administer the AEP and support the fulfillment of the AEP's mission and the implementation of its goals and objectives by actively working with NEA and ED. The strategies include:
 - **Convening.** Assemble stakeholders around research, policy, and practice for arts learning, including connecting NEA and ED arts education grantees with each other and AEP stakeholders with aligned needs and interests. Convene at least one national forum annually, and undertake other outreach events and activities (e.g., policy symposia and webinars) on topics aligning with the AEP's strategic objectives.
 - **Collaborating.** Help partners improve practice, build effective partnerships, and inform policy. Work with partner organizations to create commitment to the AEP's mission among their State and local affiliates and constituents.
 - **Connecting.** Serve as a clearinghouse for tools, strategies, and information, including ongoing biannual updates of the **Arts Education State Policy Database** (ArtScan) and update of the **ArtsEdSearch** research and policy clearinghouse. This may also include research studies from NEA arts education grantees and ED arts education grantees. AEP criteria for inclusion on ArtsEdSearch will be consistent with ED's evidence standards. These resources will continue to be freely available to the public. Develop and disseminate reports and publications. Provide technical assistance and materials to program participants.
 - **Communicating.** Strategically disseminate key research and policy frameworks, reports, and publications. This work will include analysis and interpretation of promising practices, including NEA and ED arts education grantees as appropriate, that increase equitable access to arts education through research and policy briefs, and updates and announcements through the ArtsEd Digest and the AEP website. Maintain the AEP website and other social media platforms to reach relevant constituencies.
- Work with the NEA Project Director and designated NEA and ED staff to refine the details and schedule of all project components.

- Develop a financial strategy to increase income and revenue to ensure the long-term financial stability of the AEP.
- Actively participate in the AEP's national coalition and expand the cross-sector stakeholders that are part of the national coalition.

The AEP may also form ad hoc committees or undertake similar efforts as needed to efficiently conduct its work gathering and analyzing research and policy information, fostering dialogue about what works in arts education, and supporting advocacy for improved arts education policy and practice.

- In consultation with the NEA Project Director and designated NEA and ED staff, appoint the AEP Director and professional staff, including a senior level position for research and policy, a senior level position for communications and marketing, and appropriate administrative support. AEP staff will receive competitive market salaries and fringe benefits.
- Monitor and evaluate the AEP Director's performance annually, with input from the NEA and ED.
- Supervise the AEP Director, who will:
 - Manage the AEP's daily operations and the Cooperative Agreement and supervise the AEP staff.
 - Develop and manage the implementation of a three-year strategic plan for the AEP. This includes developing a strategic planning process in 2016 resulting in an AEP strategic plan for the following three years.
 - Manage the implementation of the AEP 2020 Action Agenda for Advancing the Arts in Education, a framework for advancing the role of the arts in addressing the nation's top education priorities, and related subcommittees carrying out this work.
 - Develop a work plan to implement activities supported by federal investments in the Cooperative Agreement and work collaboratively with the NEA Project Director and designated NEA and ED staff in carrying out NEA and ED priorities.
 - Meet quarterly (in-person or virtually) with NEA and ED to monitor progress in achieving the activities in the work plan.
 - Coordinate planned projects and administer resources that support the annual work plan and the AEP's strategic plan.

- Follow the Cooperator's approved written procurement policies if consultants or vendors are selected by the Cooperator as part of this project. In addition, the Cooperator should be aware of the Uniform Guidance procurement standards described in 2 CFR 200.318. Consultants or vendors engaged by the Cooperator as part of this project will be required to agree that any information gathered will be used only for the purposes described in the Cooperative Agreement. The Cooperator will coordinate and make payment for all travel arrangements of consultants or vendors selected by the Cooperator as part of this project. Engagement of consultants or vendors by the Cooperator as part of this project requires the prior approval of the NEA Project Director.
- Obtain any necessary rights, permissions, licenses, and releases as appropriate to the project. The NEA Project Director will coordinate discussions or meetings, as appropriate, between the Cooperator and the NEA Office of General Counsel to ensure that the rights secured meet the Arts Endowment's needs. The AEP will retain intellectual property rights to the materials and publications it develops for its website and other means of dissemination.
- Provide the NEA Project Director and designated NEA and ED staff with detailed and accurate records of activities carried out under the Cooperative Agreement including, but not limited to, quarterly income and expense reports and project updates in a mutually agreed upon format.
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit electronically to the NEA's Grants & Contracts Office Final Reports Officer and to the NEA Project Director, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425. The FDR must include recommendations for the future.

The NEA Project Director will:

- Work with the Cooperator, along with designated NEA and ED staff, to refine the project plans and schedule. Provide leadership, along with designated NEA and ED staff, for the support and fulfillment of the AEP's mission, as well as participate actively in the national coalition.
- Review, along with designated NEA and ED staff, and approve the AEP work plan and strategic plan.
- Approve, along with designated NEA and ED staff, the selection of the AEP Director and consult on other AEP professional staffing.
- Review, along with designated NEA and ED staff, and approve proposed consultants or vendors.

- Review, along with designated NEA and ED staff, and approve quarterly project activity and expenditure reports from the Cooperator.
- Advise, along with designated NEA and ED staff, the Cooperator and the AEP Director of applicable policies and procedures and monitor the agreement for compliance with federal and program requirements.
- Coordinate discussions, if necessary, with the NEA Office of General Counsel regarding rights, permissions, licenses, and releases as appropriate to the project.
- Serve as liaison to other NEA and ED staff as appropriate.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than December 15, 2015. The Arts Endowment will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Cooperative Agreement Amount

The Arts Endowment expects to award one Cooperative Agreement of up to \$525,000, contingent upon the availability of funds.

The Cooperative Agreement requires nonfederal matching funds. The level of matching funds may be negotiated. These matching funds may be all cash or a combination of cash and in-kind contributions. Cash match refers to cash donations (including items or services that are provided by the applicant organization), grants, and revenues that are expected or received for this project. In-kind match refers to donated space, supplies, volunteer services, etc. that are donated by individuals or organizations other than the applicant (third-party). Matching funds cannot include funds from any NEA or other federal grants. Any project costs beyond the amount above must be covered from sources other than the NEA.

The NEA expects the Cooperator to account for income from goods and services generated through the AEP. All earned income must go back into the operating budget for the AEP.

Period of Performance

This Cooperative Agreement will begin no earlier than December 15, 2015, and end on September 30, 2016.

An organization may not receive more than one Arts Endowment award for the same costs during the same or an overlapping period of performance. In addition, different awardees may not receive federal funds for the same project costs during the same or an overlapping period of performance.

The Arts Endowment may enter into subsequent Cooperative Agreements with the organization selected as a result of the Program Solicitation. See "Subsequent Cooperative Agreements" below. Subsequent awards would begin on October 1 of each year and extend for 12 months in duration, with a tentative funding level of \$700,000 (contingent upon the availability of funds).

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of State or local government; or federally recognized tribal communities or tribes may apply. To be eligible, the applicant organization must:

- Meet the Arts Endowment's "**Legal Requirements**" at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

An organization may submit only one proposal under this program solicitation.

You may apply to other Arts Endowment funding opportunities, including Art Works and Our Town, in addition to this Program Solicitation. In each case, the request must be for a **distinctly different project**.

How to Prepare and Submit an Application

You are required to submit your application electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on August 4, 2015.** We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

Before you submit through Grants.gov for the first time, you must be registered. This is a multi-step process for which you should allow at least two weeks. Registration must be completed before you can apply. See "**Get Registered**" for details. If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply. See "How to Prepare and Submit an Application" on pages 10-20 for further instructions.

Application Review

Proposals will be reviewed on the basis of the following criteria:

The **artistic excellence** of the project, which includes the:

- Quality of the services that the project will involve.
- Quality and creativity of the proposed approach to this program.
- Quality of similar or related programs administered by the applicant organization.
- Degree to which the proposal demonstrates a sound understanding of the concept and practices of the AEP.

The **artistic merit** of the project, which includes the:

- Applicant's ability to provide guidance and structure for the program based on a sound understanding of arts education policy and trends.
- Applicant's experience in administering similar or related programs, including experience with multiple art education disciplines if an arts organization or with multiple stakeholders if an education organization.
- Degree to which the project correlates to the applicant's mission and programs.
- Ability to carry out the project on time and within budget including the quality and clarity of the project design, and the qualifications of the project personnel.
- Appropriateness and experience of any proposed national partner.
- The reasonableness of the budget, including potential sources of matching funds.
- Potential of the applicant's proposed plan to achieve results consistent with the NEA objective of *Learning: Americans of all ages acquire knowledge or skills in the arts*.

Objective: Through the AEP program, the Arts Endowment intends to achieve the following objective: **Learning: Americans of all ages acquire knowledge or skills in the arts.** Applications should reflect the results expected to be achieved by the project. If an award is received, the Cooperator also will be asked to provide evidence of those results.

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all federal financial assistance awards. We anticipate that applicants will be notified of award or rejection in November 2015.

NOTE: All recommended NEA applications undergo a review to evaluate risk posed by the applicant prior to making a federal award. This may include a review of past performance on grants, ability to meet reporting deadlines, compliance with terms and conditions, audit findings, etc.

Travel Policy

Travel costs – including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with 2 CFR Part 200.474, as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant’s institutional policy. (The selected organization must submit a copy of this policy, if it exists, to the Arts Endowment Grants & Contracts Office before a Cooperative Agreement can be finalized.)
- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or matching funds can be used to support federal staff or National Council on the Arts members’ travel.

Award Administration

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment and for the Arts and the U.S. Department of Education in all material related to this project. The Arts Endowment may provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The Arts Endowment may enter into up to four subsequent awards with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency’s regular review process.

General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#).

Agency Contacts

If you have questions about programmatic requirements, contact:

Ayanna Hudson
NEA Director of Arts Education

202/682-5515
hudsona@arts.gov

If you have questions about administrative or technical requirements, contact:

Nicki Jacobs
Director, NEA Grants & Contracts Office
202/682-5403
jacobsn@arts.gov

REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the Arts Endowment. Call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours per day, seven days a week.

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving its Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, attention: Reporting Burden. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

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OMB No. 3135
Expires 11/30/2016

Apply Electronically Through Grants.gov

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system.

The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on August 4, 2015. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. The Arts Endowment will not accept late applications.

Register or Renew/Verify Your Registration with Grants.gov

NOTE: Applicants are required to change their Grants.gov passwords every 60 days. See www.grants.gov for more details on requirements for Usernames and Passwords.

It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov. This includes registration with the **System for Award Management (SAM)**, where your organization's information must be renewed annually. **Finalize a new or renew an existing registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with Grants.gov or SAM. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's **[Get Registered](#)**. **Allow a minimum of two weeks for this multi-step, one-time process.** If your organization already has registered, **renew your registration with SAM and verify that your registration with Grants.gov is current.**

If you have problems with registration:

- SAM Federal Service Desk: Call 1-866-606-8220 or see the information posted on the SAM website at **[SAM User Help](#)**.
- Grants.gov Contact Center: Call 1-800-518-4726, e-mail **support@grants.gov**, or consult the information posted on the Grants.gov website at **[Support](#)**. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain during the registration process to submit your application.

Registration Tips:

- **Register early.** Registration is by far the hardest part of the whole process. Don't put it off to the last minute. Grants.gov advises that registration usually takes up to 5 business days but it can take longer; we recommend that you allow at least two weeks. For help, call the Grants.gov Contact Center at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at **Support**. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **Be extremely careful when entering your registration information and make sure your information on file with the entities involved is correct and consistent.** In the second step of the registration process, your information will be validated with the IRS and Dun & Bradstreet (D&B). If your information doesn't match exactly -- like having a comma in your organization's name on file with the IRS, but not with D&B -- it can snag your registration.
- **Make sure your registration information is up to date.** Your organization's System for Award Management (SAM) registration -- part of the Grants.gov registration process -- must be renewed every year. SAM will alert your organization's SAM Point of Contact when it is time for renewal. You can check your current SAM registration status by entering your DUNS number at "**Search SAM**" at www.sam.gov. Also verify your registration with Grants.gov and make sure it is current before you apply, especially if your e-mail address has changed.
- **Even if you aren't registered, you can work on an electronic application.** While you need to be registered in order to submit an application, you don't need to be registered (or an AOR) in order to work on one.

Creating your application:

- **Review the Grants.gov software requirements.** You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer in order to access, complete, and submit applications. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.
- **Yes, the DUNS is important.** The DUNS you enter on the SF-424 form must match exactly the DUNS you used when you registered with SAM. If it doesn't match -- even if you just transpose two digits -- we won't get your application because the Grants.gov system will kick it back to you. If your organization has more than one DUNS (many do), make sure you're using the right one for applying via Grants.gov.
- **You're the only one who can ensure that your application is complete.** Yes, the Check Package for Errors function on the forms will tell you if you missed a required field but it can't tell you if your application was validated and accepted by Grants.gov. See below.

Submitting your application:

- Submit your application **no later than 10 days** prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.
- **Just because Grants.gov received your application doesn't mean it's been accepted.** Ensure that your application was validated and accepted by the Grants.gov system. Go to **Track My Application** to track the validation and progress of your application submission through Grants.gov. There are several reasons applications may not be validated. Maybe there was a problem with the DUNS (see above). Bottom line: Don't wait until just before the deadline to submit. If you turn off your computer right after submitting, you may not learn the application was kicked back until too late. Give yourself some extra time to make adjustments and resubmit, if necessary.
- **Sometimes the problem isn't Grants.gov or you, it's your computer.** You'll need to work with your own IT administrator to fix the problem. It may be due to the presets on your computer or your Internet Service Provider. If your IT administrator isn't available, just try submitting from another computer and see if that works. Another reason to submit early!

Download the Application Package

1. Verify your software.

You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

Please go to "**Recommended Software**" to see the compatible versions of Adobe Reader or to download and install Adobe Reader.

2. Access the application package on Grants.gov by clicking on the link below:

DOWNLOAD

[Funding Opportunity Number: NEAPS1503]

This will bring you to the "Selected Grant Applications for Download" screen.

Download the application package and follow the instructions below. **It is not necessary to download the instructions from Grants.gov as you will merely be directed back to the instructions in this document.**

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button and **save the application package to a location on your computer or network where you can find it readily**. Save your application each time that you work on it. You will get the message: "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.
4. You can access each Mandatory form by clicking on it OR you can scroll down your screen and you will come to each form in succession.

The three forms are:

- **Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**: This form asks for basic information about your organization and project. Complete this form first. Data entered here will populate fields of other forms where possible. Instructions for completing this form begin on page 15.
- **Project/Performance Site Location(s) Form**: This form collects information about the primary site location where the project will be performed. Instructions for completing this form begin on page 17.
- **Attachments Form**: This is not a form in the conventional sense, but rather a place to attach additional items (e.g., your application narrative and the Project Budget Form) that must be included for your Grants.gov application package to be considered complete. Instructions for completing this form begin on page 19.

Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, click the "**Save & Submit**" button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.**
3. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your**

application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.

If you have difficulty submitting, go to **Adobe Reader Error Messages** or **Applicant Resources** for several tools and documents to help you.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to **Track My Application** to track the validation and progress of your application submission through Grants.gov.

Application Instructions

For a complete application, follow Steps 1-3 below:

Step 1: Fill out the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.
2. Catalog of Federal Domestic Assistance Number: Pre-populated.
3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.
4. Funding Opportunity Number: Pre-populated.
5. Applicant Information:

a. Legal Name: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

b. Address:

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary

part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, enter your **full 9-digit zip code that was assigned by the U.S. Postal Service**. (You may look it up at www.usps.com/zip4/.)

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your two-digit state/territory abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter Arts Education Partnership.

b. Project Description: Provide a two or three sentence summary description.

Please note:

This field on the form has a character limit of 1,000. Even if you have less than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your application to be rejected. This can happen if you copy from an old application package or another document and paste into the form. We strongly encourage you to write a succinct project description and double check the number of characters.

c. Proposed Project Start Date/End Date: Enter a start date no earlier than December 15, 2015. Your project period of performance will end on September 30, 2016.

7. Project Director:

Provide the requested information for the Project Director. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field. Provide contact information, including an e-mail address, that will be valid throughout the proposed period of performance.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Select a Prefix even though this is not a required field.

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. Select a Prefix even though this is not a required field. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the "**Assurance of Compliance**" section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Step 2: Fill out the Project/Performance Site Location(s) Form

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

This form collects information about the primary site, as well as additional sites, where project activity will take place. In this case, the primary site will be the address of the applicant organization. Your responses will not be a factor in the review of your application.

For the Organization Name:

Enter the name of the applicant organization. The remaining fields in a block (e.g., DUNS number) are associated with the organization where the activity will take place.

For the Project/Performance Site Congressional District:

Use the following format: 2 character State Abbreviation-3 character District Number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." If the state has a single At-Large Representative or the territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If the project is outside the U.S., enter "00-000." If you need help determining a district, go to www.house.gov and use the "Find Your Representative" tool.

Step 3: Complete and Attach Required Items to the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

Several important points:

1. Attachments 3 is a fillable form; you will find link to find it. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

Please be sure you are using Adobe Reader (version 9 or higher) when filling out our PDF forms.

Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Please verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can download it here: <http://get.adobe.com/reader/>.

2. All other attachments are documents (e.g., narratives, bios) that you will develop in accordance with the instructions provided. **These items must be submitted as PDF (portable document format) files.**

Do not create PDFs of your electronic documents by scanning. In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. **Do not embed non-printable media files (video and/or sound) in your PDF documents.** Static images (e.g., pictures) are acceptable. Please do not enable any document security settings or password-protect any PDF file you submit to us.

3. No attachment should be more than 2 MB. For non-form documents, label pages clearly with the name of the item (e.g., Application Narrative) and your organization's legal name. **Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12 point font size.** Do not type in all capital letters. Within each attachment, number pages sequentially; place numbers on the bottom right hand corner of each page. **Excess pages will be removed and not be reviewed.**

4. **Name your files as indicated below and attach them in the proper order.** Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. If you do not follow this rule, your application may be rejected. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

The Attachments – Narrative, Bios, Budget, and Optional Supporting Information

ATTACHMENT 1: To this button attach a **narrative** (no more than 5 pages in length) that addresses the points below. The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the "Review Criteria" for this initiative. Please organize your response a), b), c), etc., and use the boldfaced language below as a heading for each item.

- a) Your organization's **mission and principal activities**.

- b) Your organization's **experience** in administering arts education and/or education projects that engage a wide range of stakeholders from national, state, and local levels.

- c) **Proposed project activities**. Be as specific as possible. Describe your plans for accomplishing all aspects of the project as detailed in the Scope of Work/Detailed Requirements section of this Program Solicitation. You must:
 - Describe how the work of the AEP aligns with the mission of your organization.

- Describe how the work of the AEP would be integrated into the core function of your organization. If proposing a partner organization, identify that organization and describe how your organization's capacity, and the work of AEP, will be increased or enhanced by the proposed collaboration.
- Describe how the federal agencies would be engaged in the work of the AEP and new approaches to governance, partnerships, and ways to move forward the 2020 Action Agenda for Advancing the Arts in Education.
- Describe your organization's capacity to manage a strategic planning process.
- Discuss any proposed consultants, partners, or special resources that might be needed.
- Describe committed and potential sources of matching funds your organization(s) could provide to help propel the work of the AEP forward.

d) **Schedule** of key project planning and implementation dates.

ATTACHMENT 2: To this button, attach **brief bios** (at least two per page) for the key personnel to be involved in the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 3: To this button, attach the completed **Project Budget Form**, Parts 1 and 2 [[Word](#) | [PDF](#) | [Instructions](#)]. The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$525,000.

ATTACHMENT 4: To this button, attach any additional supporting information that you think necessary. (Optional)

You may attach a PDF with web links to relevant materials. In this case, list the URL for the page to be shown and include any necessary navigation paths and any information on required plug-ins. Do not submit a website that requires a password. Do not submit a link to site that requires material to be downloaded (e.g., Dropbox). The file name should indicate the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.